10th Annual Pikes Peak Lavender Film Festival

From: **Robert Armintor** ([redacted]m)
Sent: Fri 1/02/09 8:24 PM
To: [redacted]

Hi there: I'm sorry about sending this mass email, but I want to **thank you** for expressing an interest in working on the upcoming Festival (our 10th Anniversary year), and ask you to read through the items below, to see if you are able to offer the Festival expertise in the specific areas listed.

1) Do you have expertise in fundraising?

Each year we need people to help with **fundraising**. That's a given. We apply for grants from many organizations, primarily LGBTQ groups, but are grateful for monies from any source, so we're looking for people who have expertise in grant writing, as well as locating other possible Festival sponsors throughout Colorado.

2) Do you have financial record keeping expertise et al?

The Festival Treasurer always needs help, not only with record keeping, but with such things as initial sponsor letter/form mailings, and end of year tax letters. This person or persons would also need to work the pass/ticket sale table during the Festival.

3) Do you have technology expertise?

This person or persons should have experience with website design/construction/maintence in order to help our webmaster. Also needed are persons with an audio-visual background to work with technicians during the Festival, especially with regard to the production of the PowerPoint presentation on opening night.

4) Do you have graphic design expertise?

We produce a Festival poster, brochure, and program on an annual basis. These items are time sensitive, and require attention to details. A definite artistic flair is important as is dealing with a short timeline. Is this something you could do?

5) Do you have expertise in advertising and publicity?

This person or persons would work closely with the graphic designer and the Board in deciding the overall Festival theme, and helping get the Festival as much positive exposure prior to, and during the event, as possible. Creativity and contacts in this area are a must!

6) Are you a people person?

During the Festival, we always need a welcoming presence for those attending. This is where ushers shine through, not only handing out programs and taking passes/tickets, but in answering questions, and in general helping attendees when necessary. Is this your cup of tea?

7) Do you enjoy planning events?

We always open the Festival with a gala which includes food, drinks, and music. Do you have expertise in attending to details as well as working within a budget, negotiating with suppliers and artists, and planning an event of this type? If so, this might be your baby?

If **anything** here strikes your fancy, please contact me at [redacted] And, by the way, no one on the Board is salaried. Everyone is reimbursed for out-of-pocket expenses.

Thanks for any help you can provide the Festival. Bob Armintor, PPLFF Board President 2008-2009